



# Shredding Paper

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An Introduction to Paper Shredding

Created for OASIS Farms, a non-profit venue of OASIS , Inc.

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# What is Paper Shredding?





Paper shredding involves machines that cut paper into small pieces called paper shred.

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# Paper shredding at OASIS Farms

At OASIS Farms, we use paper shreds for many activities, including composting, papercrete, and making paper fire bricks.



Composting



Paper Fire Bricks







## Papercrete



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# Shredding Paper at OASIS Farms

The following slides depict the steps of shredding paper at OASIS farms.





Materials

Recycled paper is in the barn. All other materials are located on the all-purpose room shelves.

## You will need:

- Paper(Stacks)
- Shredder
- Staple remover
- Containers
- Oil

# Steps to shred paper using the Fellowes 225 CI shredder

Click here to see steps for  
550c shredder



1

# Put basket on top of shredder

- Put staple removers in basket
- Place basket on the top shredder





2

# Plug in the machine and turn on the shredder

- Plug in the Machine



- Turn on the Machine
  - The shredder will only work when you put paper in



3

## Open door, grab oil

- Open the door of the shredder
- Take the oil out of the door
- Take the cap of the oil
  - Pull off cap(**not** a screw cap)



4

## Oil the Shredder

- Hold the **Reverse Button**
- While Hold the Reverse Button, squeeze oil across the entire hole in the shredder.

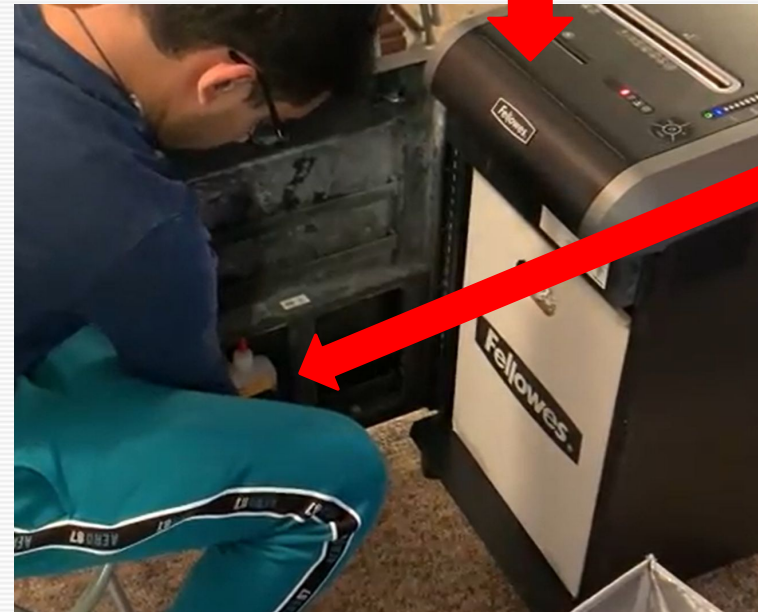
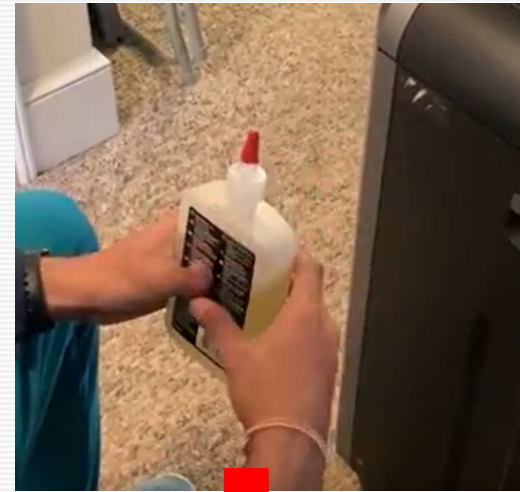




5

## Put oil back

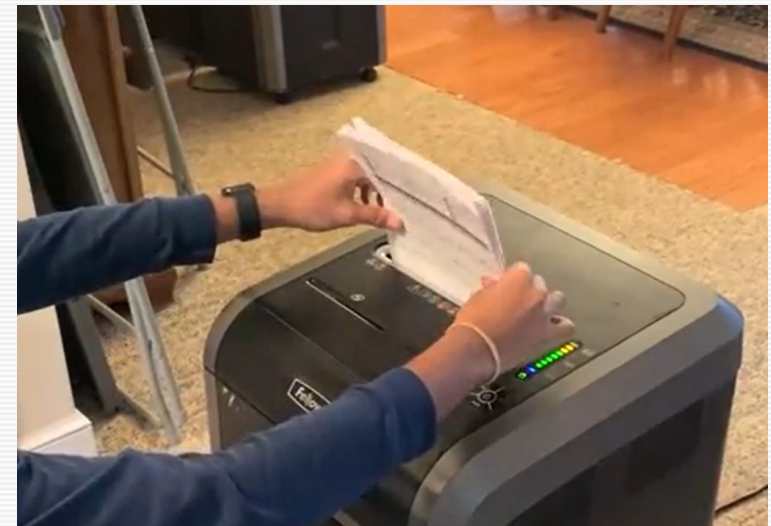
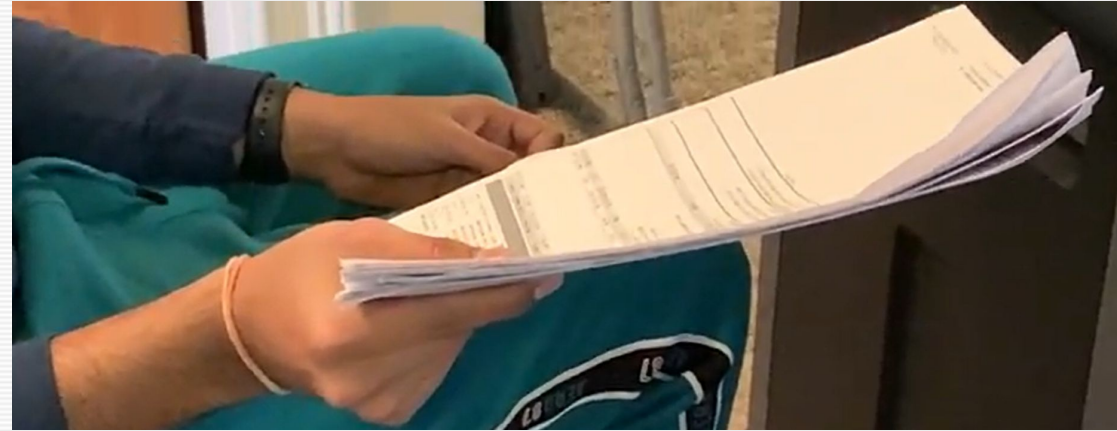
- Put oil cap back on
- Open shredder door
- Put oil back in it's place



# 6

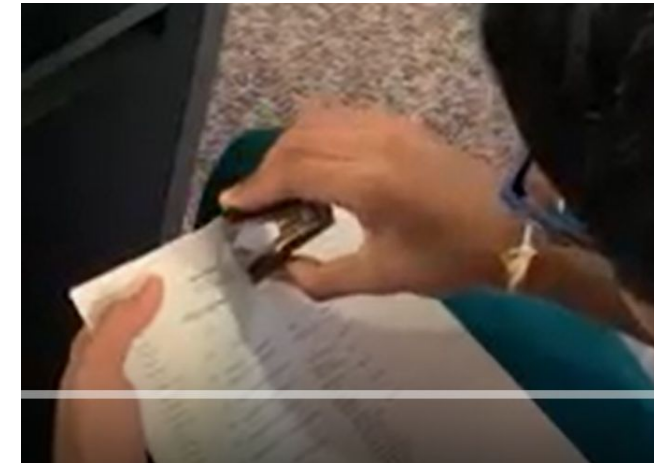
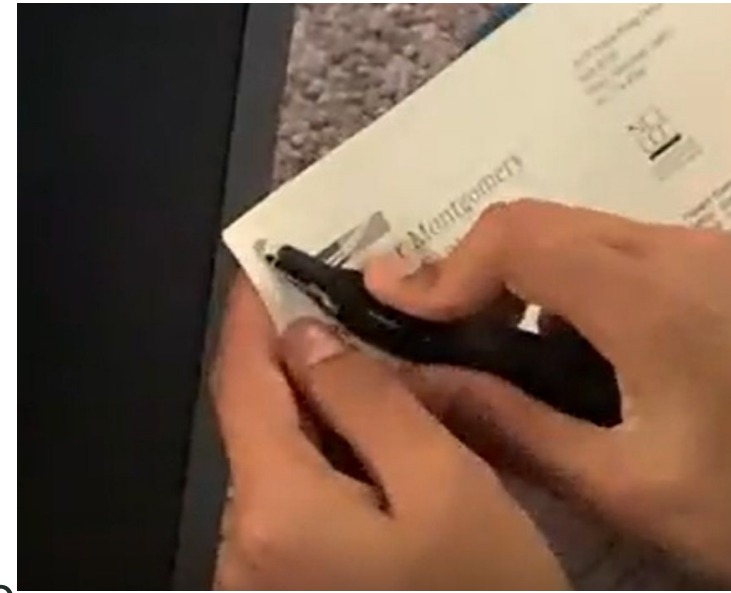
## Grab Stack of Paper

- Make sure stack is neat and around 20 pages
- Take off the staples
  - The next slide will show how to
- Feed them into the shredder with two hands



# How to remove staples

- With the sticks:
  - Stick the silver end under the table and pull up
  - Put the staple and staple remover back into the basket
- With the Grabbers:
  - Clamp around the staple
  - Squeeze to remove the staple
  - Put the staple and staple remover back into the basket





7

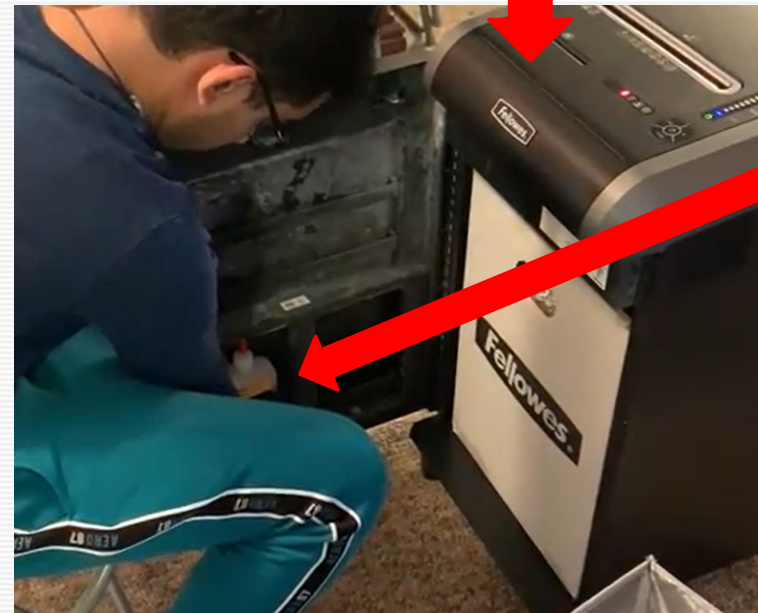
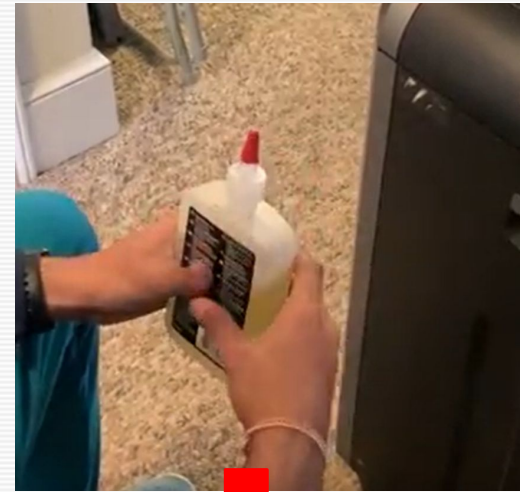
## Oil the Shredder

- Once you are done shredding, Oil the shredder again.
- Open, the door, grab the oil bottle
- Pull off cap(Not a screw cap)
- Hold the Reverse button, put oil across the entire hole.
- Let go a reverse button.

8

## Put Oil back

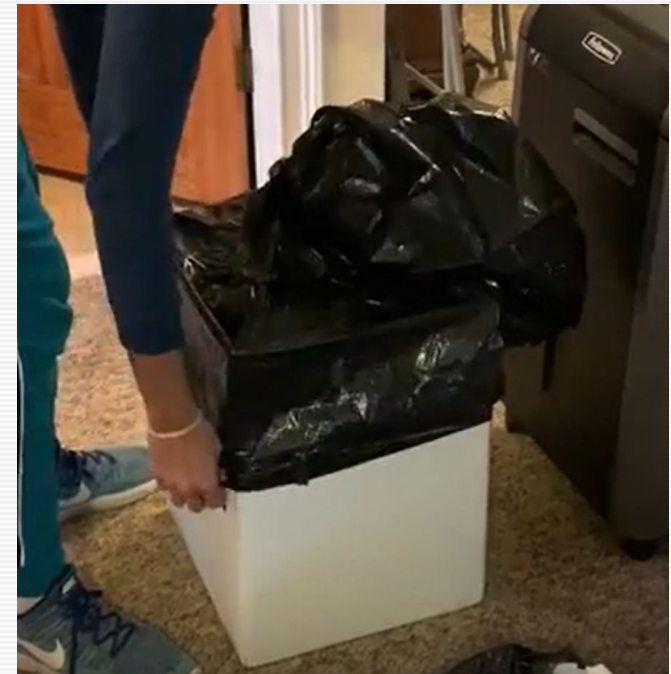
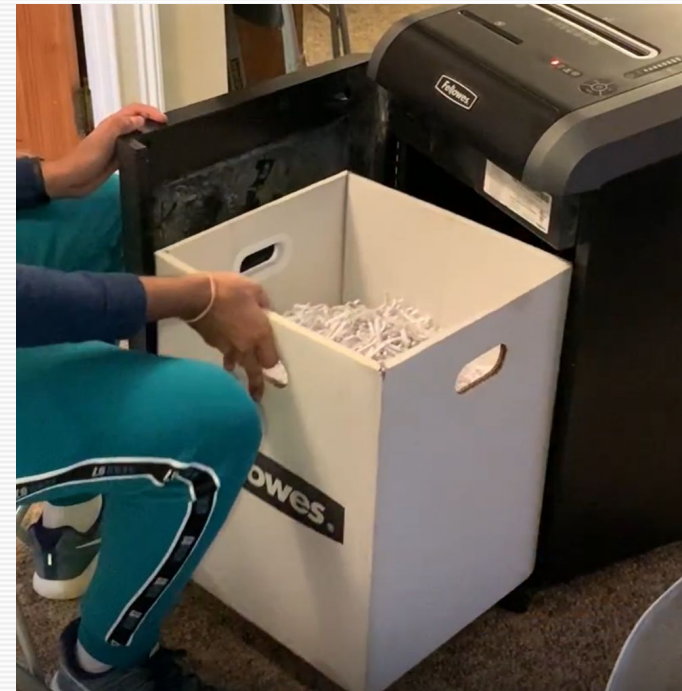
- Put Oil cap back on
- Open shredder door
- Put oil back in it's place



9

## Empty Shredder

- Stand up and pull the chair back
- Open the door and take the cardboard box out of the shredder. Then, Close the door
- Grab plastic bag and cover the top of the box with the plastic bag



10

## Take the shreds out

- Flip to box over to the shreds will fall into the bag.
- Shake the box a little to make sure all the shreds fall out into the bag.
- Take the box out of the bag and put it back in the shredder
- Close the door.




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Steps to  
Shred Paper  
using the  
Fellowes 550  
C shredder

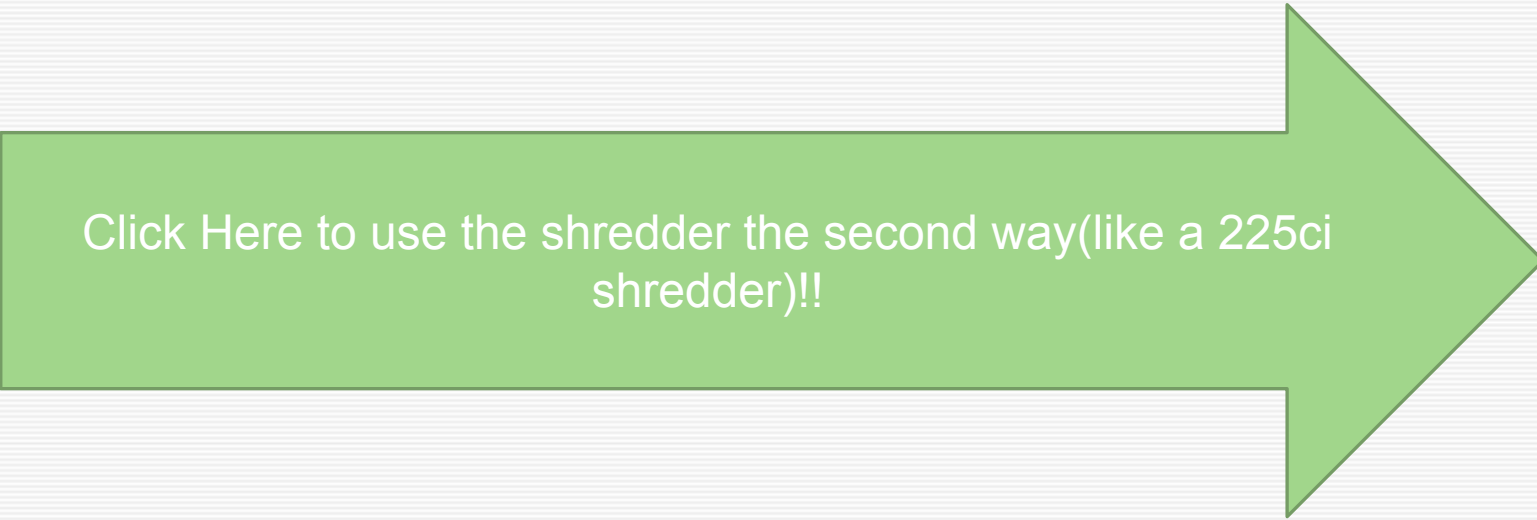




Info

# There are two ways to shred paper in the 550c shredder

The first way is to put stacks of paper into the opening in the top.



[Click Here to use the shredder the second way \(like a 225ci shredder\)!!](#)

1

## Plug in the Shredder



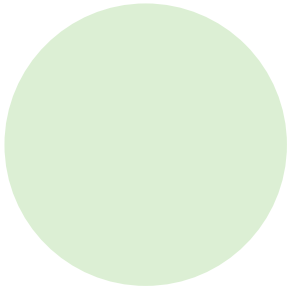


2

## Remove all staples from stack of papers.

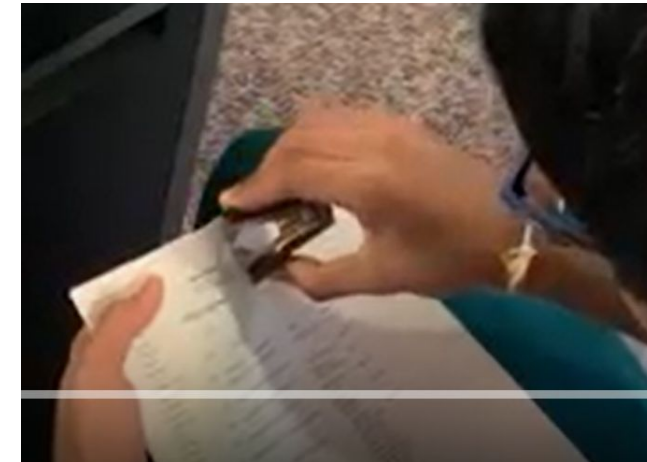
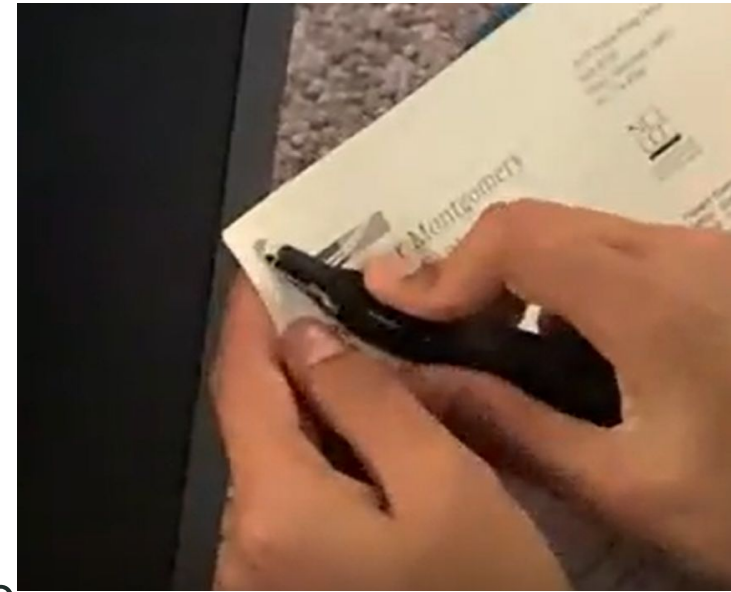
- Grab a stack of around 550 papers
- The next slide will show how to remove staples





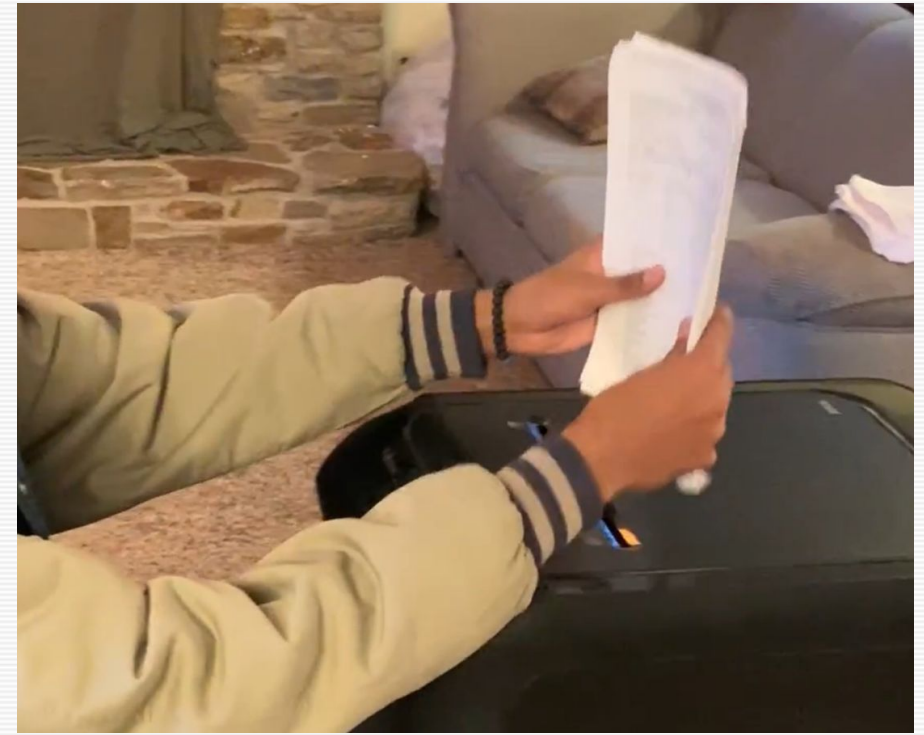
# How to remove staples

- With the sticks:
  - Stick the silver end under the table and pull up
  - Put the staple and staple remover back into the basket
- With the Grabbers:
  - Clamp around the staple
  - Squeeze to remove the staple
  - Put the staple and staple remover back into the plastic basket



3

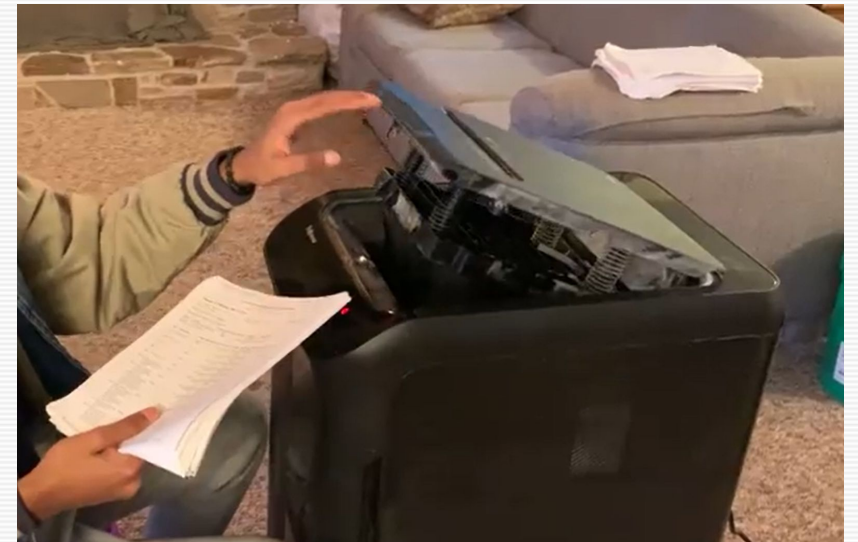
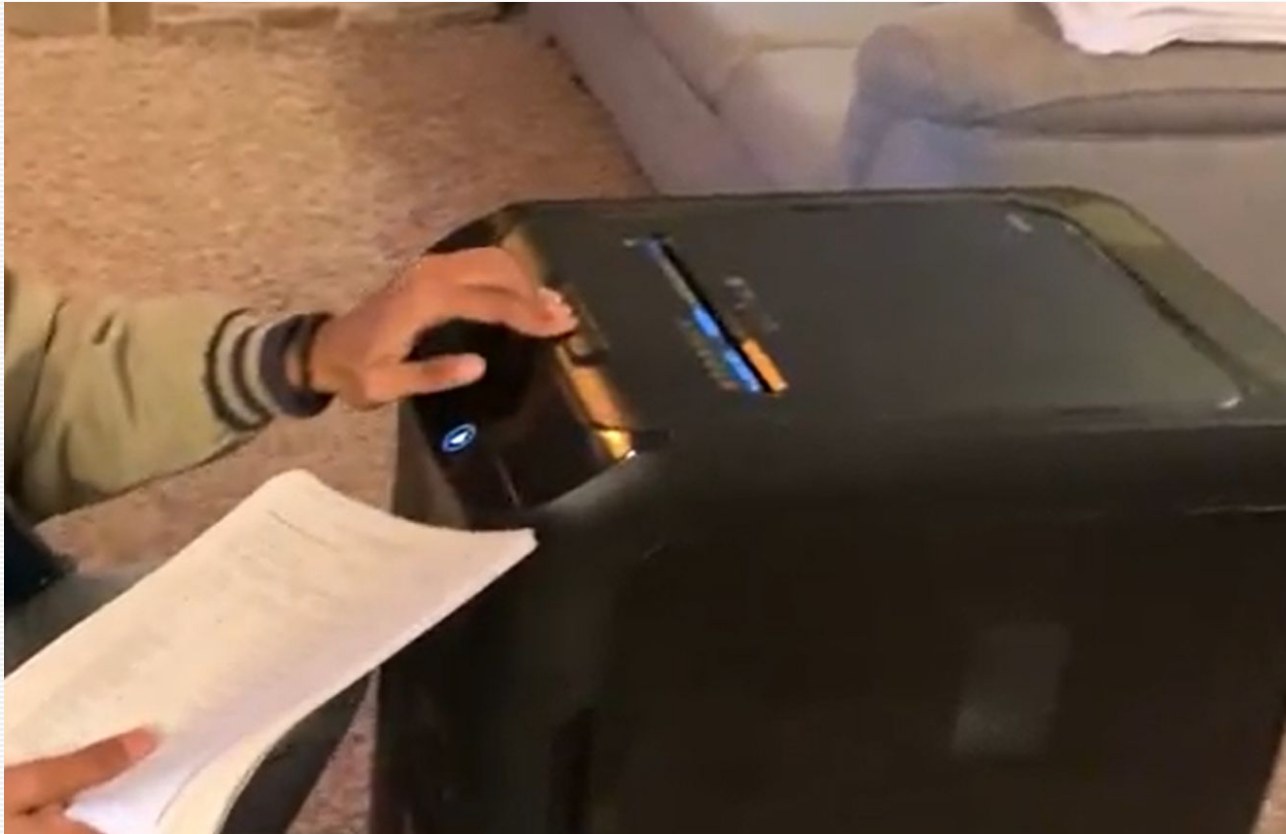
Straighten the stack of papers out as much as possible



4

Open the shredder by pushing down on the front

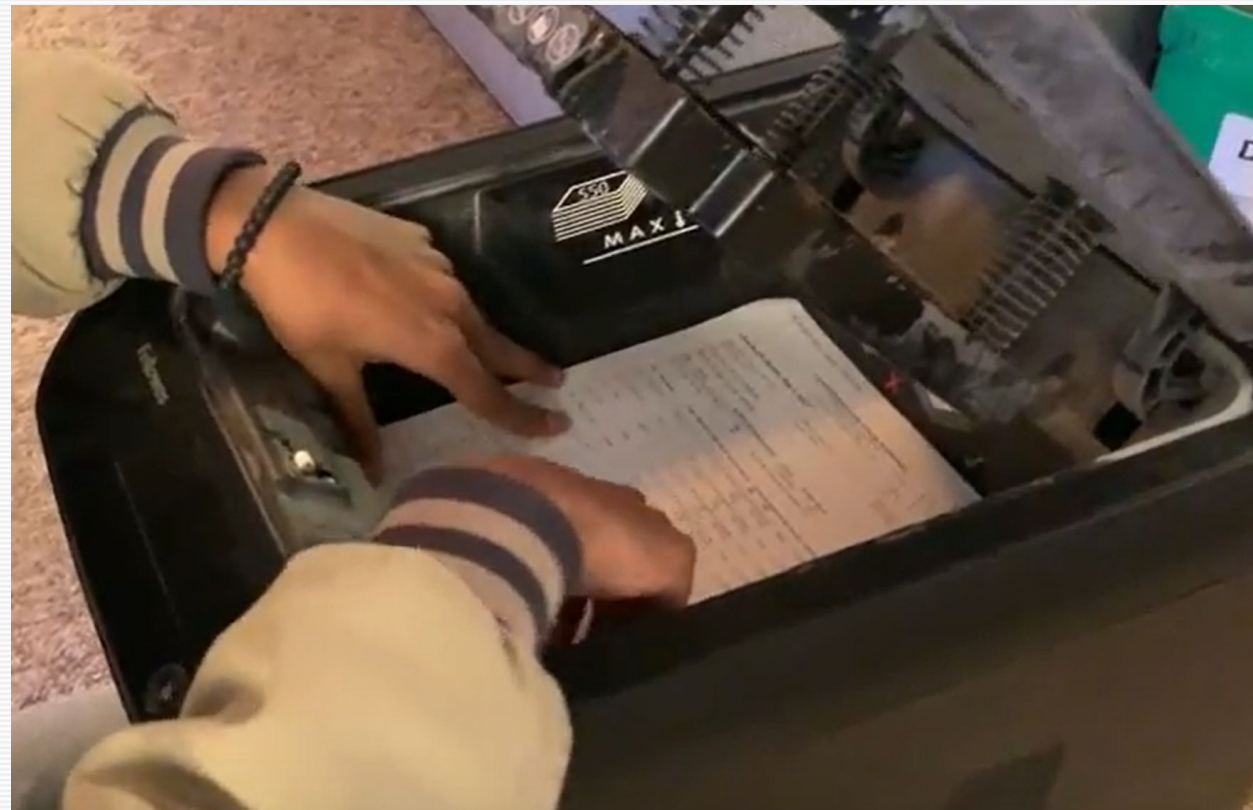
***Make sure to remove the plastic box so it doesn't fall.***



5

## Place the stack of paper inside the shredder

- Ensure that the paper is aligned

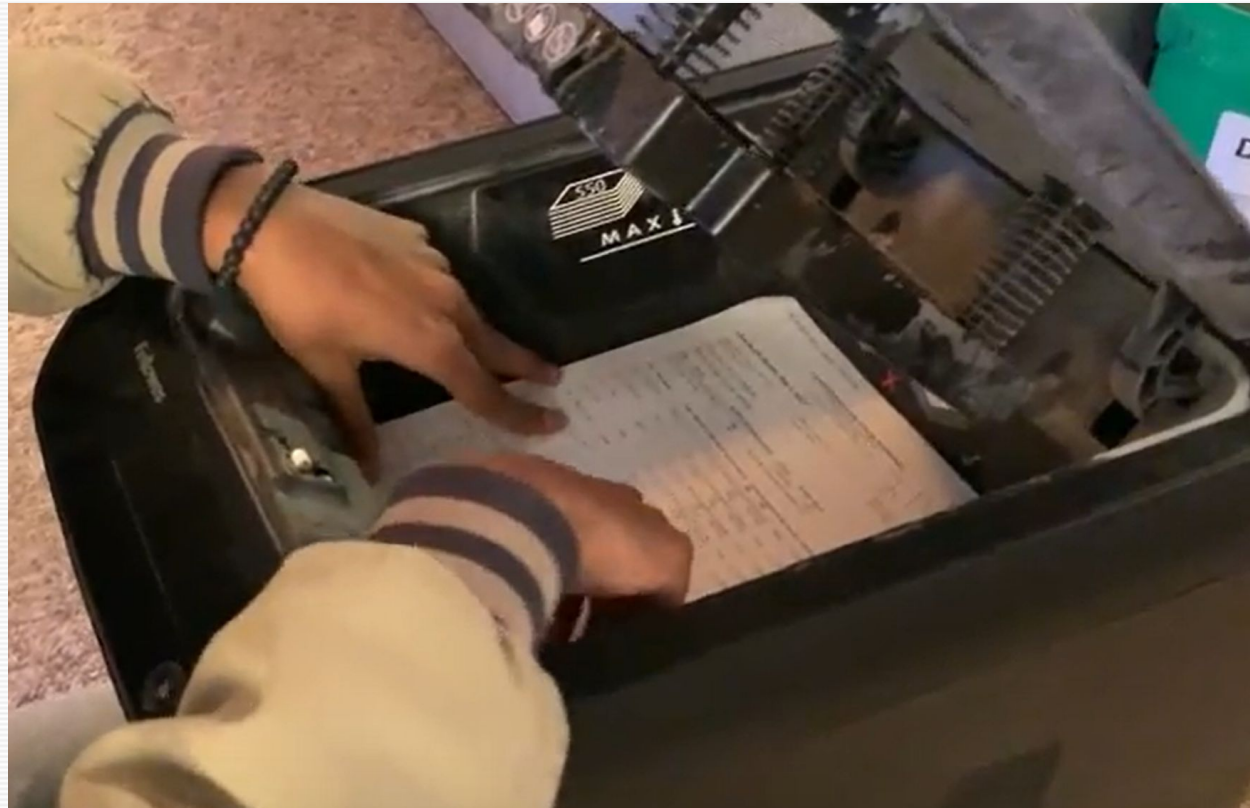




6

If there is too much paper, take some out

- Ensure that the paper is aligned



7

## Close the shredder pressing down the hatch

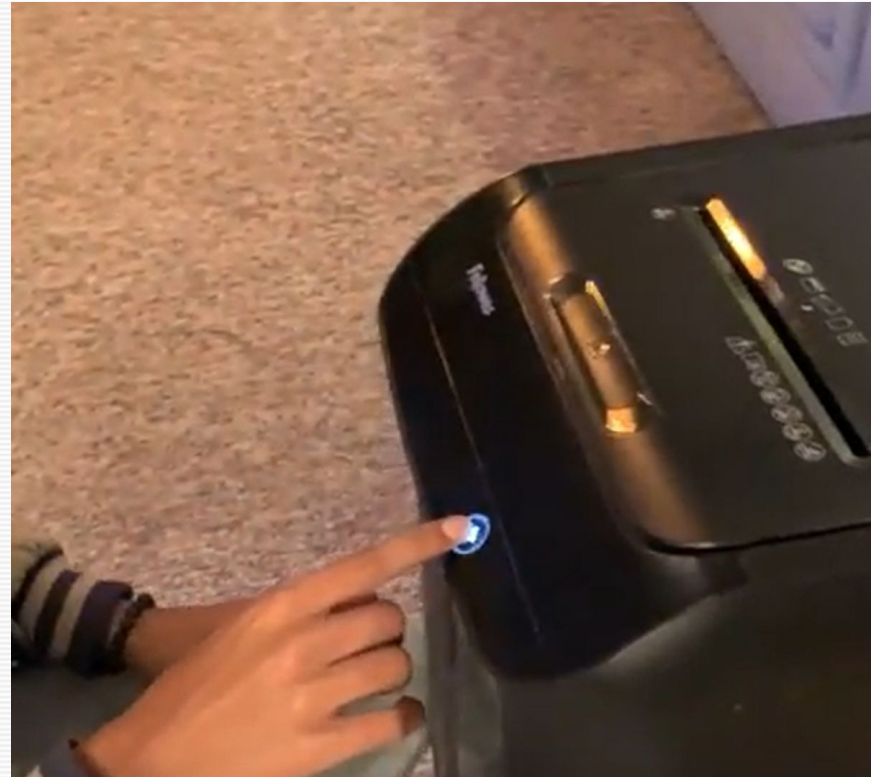
- You will hear a click and it will lock in place, and the light should turn on



8

## Click the play button to start shredding

- It will stop automatically when it is done

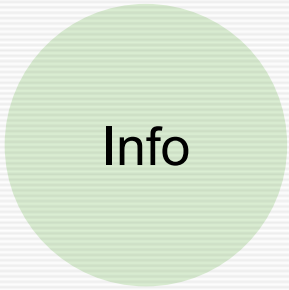


9

## Empty the shredder

[Click Here to find out how to empty the shredder !!](#)





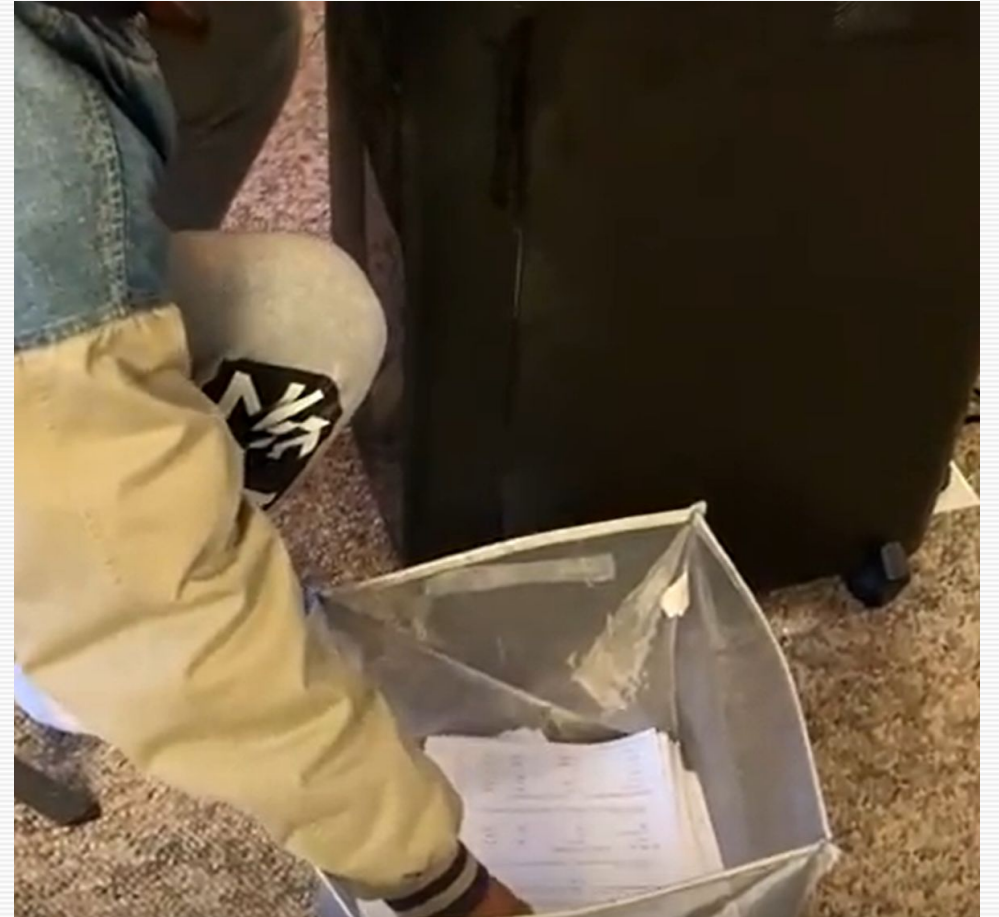
The second way is the shred using the slit



1

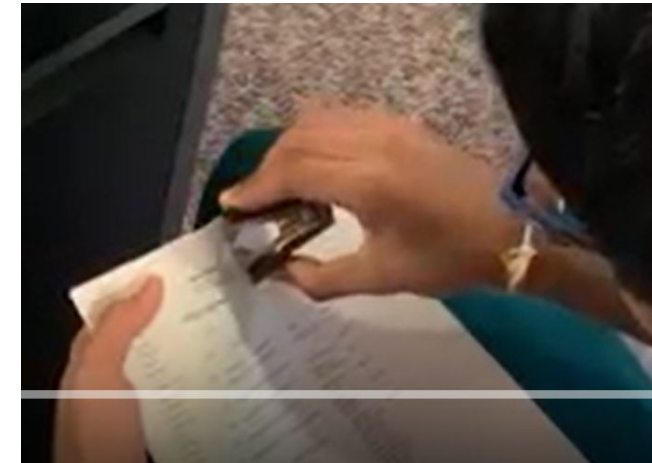
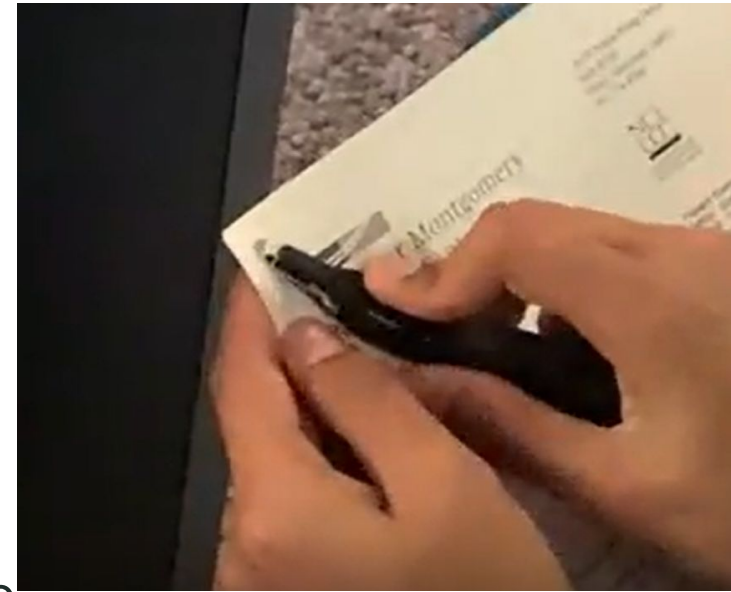
# Grab a stack of about 15 papers

- Remove all staples
- See the next slide to find how to remove staples



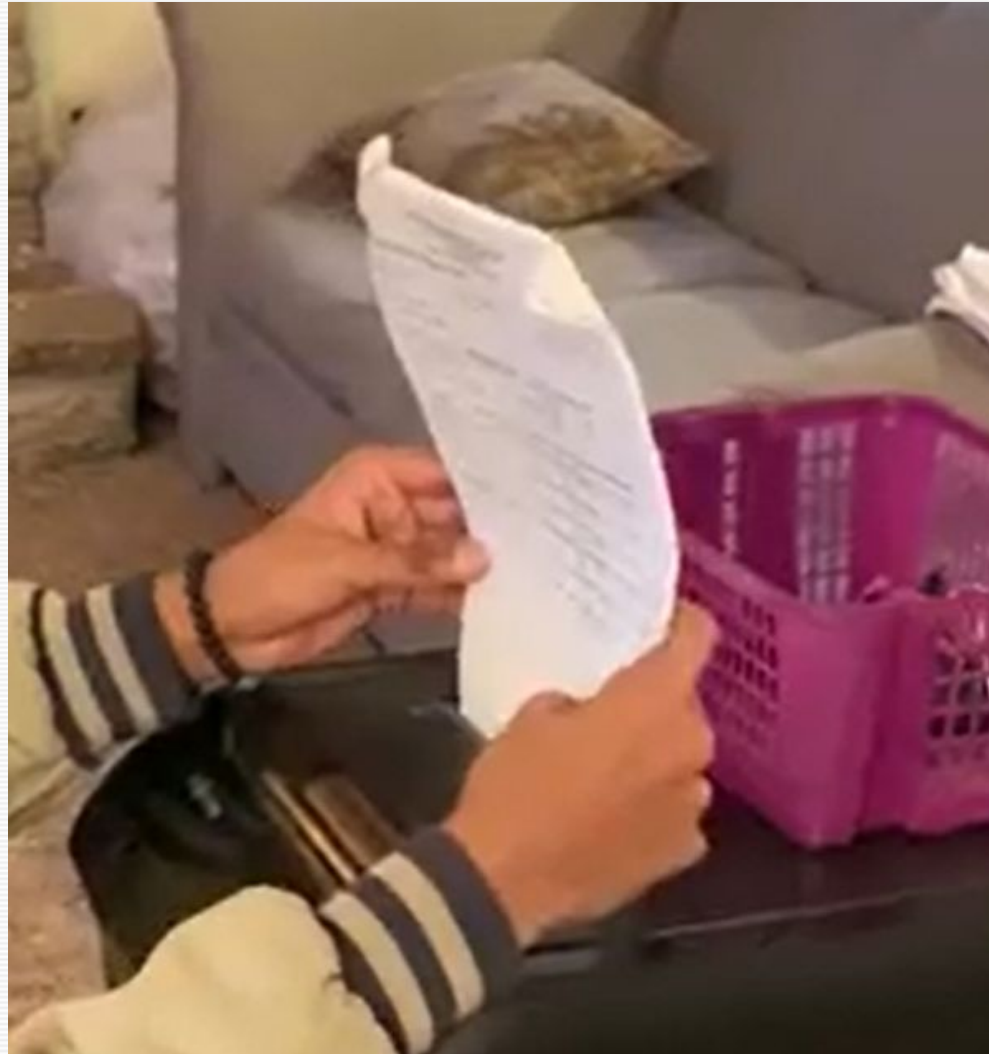
# How to remove staples

- With the sticks:
  - Stick the silver end under the table and pull up
  - Put the staple and staple remover back into the plastic basket
- With the Grabbers:
  - Clamp around the staple
  - Squeeze to remove the staple
  - Put the staple and staple remover back into the plastic basket



2

Feed the stack of papers into the slit





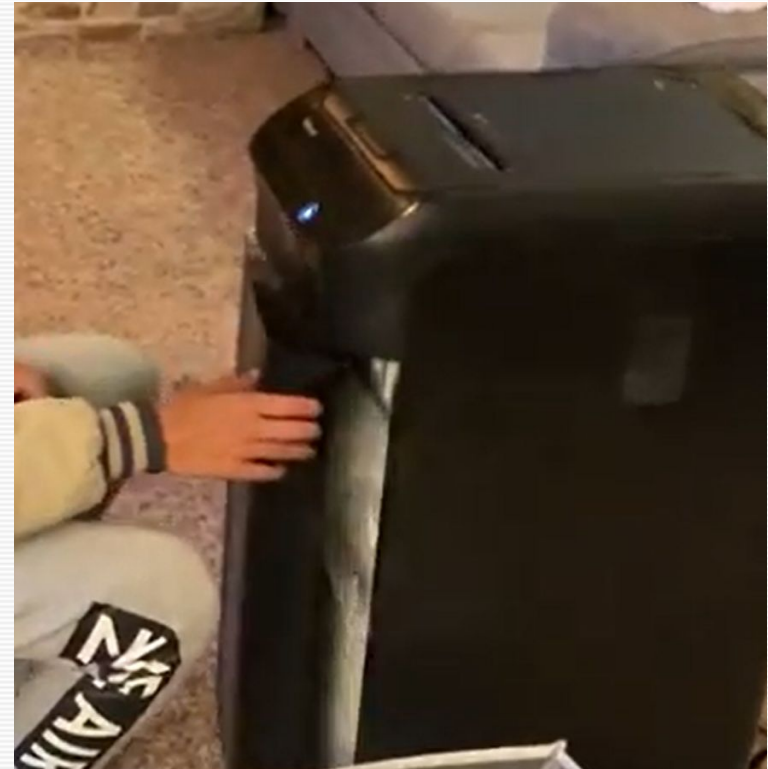
Steps to  
*emptying* the  
Fellowes 550  
C shredder



1

Open the door of the shredder and take out the box containing the shredder.

- Stand up and move the chair to make space for yourself



2

Pull out cardboard box



3

Take out the plastic bag with the shreds, set it to the side





4

## Grab a new plastic bag and put it in the cardboard box

- Shake the to easily open it
- Open the shredder door and put the box back inside
  - Then close the door



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